

# ABC KIDZ EDUCARE

## Human Resources Policy

*Date Policy Written: 12 December 2019*

*Date of current revision: 13 June 2022*

*Date of next revision: 13 June 2023*

*Person responsible: Esme*

### **Aims and Intent**

In all we do at ABC Kidz Educare the aim and intent is always to provide an excellent early learning experience for our children driven by high-quality curriculum and care provisioning.

Therefore, in the spirit, and for the sake of equitable employment, we operate strictly according to the Children's Act of 2005 and the statutes in the South African Basic Conditions of Labour.

### **Method**

This policy will be implemented and updated by Esme Olyn, Principal.

### **General Information**

1. The policies at ABC Kidz Educare are integrated and in several instances, reference will be made to other policies in operation.
2. We only employ:
  - a. Teaching practitioners and assistants who already hold a basic minimum ECD-specific NQF Level 4, Level 5 qualification, qualification and/or an appropriate degree.
  - b. Staff who have passed the necessary criminal checks according to statutory requirements.
3. The characteristics of people we prefer to look after the children in our centre are detailed in the appropriate Job Descriptions.
4. We employ people in the 18 – 50-year-old age group, depending on the health of the person and context of our ECD centre.
5. The attributes and skills we generally look for are Patience, loving nature, high standard of cleanliness, ability to work in a team, understanding of, and ability to work with, young children.
6. Staff with infections, illness, must refrain from working with children and food (this does not necessarily mean termination of services).
7. Hiring procedures include completion of the following checks:
  - a. Criminal-record.
  - b. Free from history of substantiated child abuse or neglect check.
  - c. Education credentials.
  - d. Verification of age.
  - e. Personal references.

- f. Verification of COVID vaccination
8. Confidential personnel files will be kept in a locked cabinet in the office.
9. Included in these files are:
  - a. Records of applications with record of experience.
  - b. Transcripts of education and qualification certificates.
  - c. Documentation of ongoing professional development.
  - d. Results of performance evaluation.
  - e. Completed Application for Employment form.
  - f. Signed employment contracts, i.e.:
    - i. Contract of Employment.
    - ii. Code of Conduct.
    - iii. Discipline and Grievances Contract.
    - iv. Electronic and Social Media Contract.
    - v. Leave Forms.

### **Our General Human Resources Goals**

1. To provide a caring, safe, healthy environment for children.
2. To provide quality staff who enjoy interacting with children.
3. To encourage and support communication between staff, children, families, management, and the community.
4. Children will meet developmental milestones in the areas of social/emotional, cognitive, physical, and language development.
5. Children will be encouraged to be curious about learning and use problem-solving skills.
6. Families will feel welcome in the classrooms and centre.
7. Families will be actively encouraged to get involved in their child's learning and build positive relationships with staff.

### **Recruitment Procedure**

We are committed to ensuring that our recruitment procedures are fair, open, and transparent and comply with relevant labour legislation. Personal information that is received is dealt with in strictest confidence.

### **Job Descriptions**

A detailed job description is prepared before each vacancy is advertised and is available to all applicants. Each job description includes:

1. Job title.
2. Location of the position.
3. Who the employee will report to
4. Overall purpose of the job.
5. Duties and responsibilities.
6. Person specification that outlines:
  - a. Qualifications.
  - b. Skills.
  - c. Experience.

- d. Other attributes required to carry out the job satisfactorily.

## **Advertising**

1. All posts are publicly advertised state clearly that ABC Kidz Educare is an equal opportunity employer.
2. All advertisements include the following:
  - a. Centre name.
  - b. Job Title.
  - c. Very Brief description of the job.
  - d. Location of the position.
  - e. Qualifications and experience which are essential.
  - f. Whether the position is full time or part- time, temporary or permanent.
  - g. How/where to apply.
  - h. How to get further information.
  - i. Closing date for application.
  - j. Our logo as required.
  - k. Working hours.

## **Short Listing**

1. A Short-listing panel consisting of a minimum of three people from the ECD Centre is convened to review all the CVs.
2. Application forms are emailed to all prospective candidates. Filled in application forms must be emailed back within two days.
3. A short list is compiled using:
  - a. The selection criteria are based on the information in the advertisement and the job description.
  - b. Assessment of applications is based on information provided by the applicant on the application form.
  - c. The applicants' qualifications.
4. A report of the short-listing process is prepared by the short-listing panel.
5. Applicants on the short list are invited to attend an interview.
6. A letter of regret is sent to all applicants who do not meet the selection criteria.

## **Interviews**

1. An interview panel consisting of a minimum of three people from the Management Committee / Management Team is convened to conduct the interviews.
2. Two of the members of the Interview Panel can be different from the Short-Listing panel, however, there must be at least one member of the short-listing panel present at the interviews.
3. Each member of the panel is supplied with the applications and CVs in advance.
4. A list of interview questions based on the job description is prepared in advance of the interviews.
5. A score sheet is prepared in advance and given to each member of the Interview Panel. They will allocate scores during the interviews.
6. Each candidate is asked the same questions.

7. At the end of each interview the candidate is invited to ask questions or to give any additional information.
8. When the interviews are completed:
  - a. The scores are added up.
  - b. A report of the interviews is prepared by the Interview Panel. The report is signed by each member of the panel and is kept on file.

## **Selection Process**

1. The position will be offered to the candidate with the highest mark on the score sheet, subject to references being satisfactory. The position is offered conditional on whether or not they pass/have passed the SAPS and Social development clearance procedures.
2. References are always sought from the current or most recent employer.
3. Referees are contacted verbally by telephone. The reference form is filled in during the conversation.
4. **Qualification Certificates:**
  - a. Original copies of qualification certificates of accredited training must be shown to the Interview Panel before the successful candidate signs a Contract of Employment. The originals are handed back to the candidate.
  - b. Original certified copies of applicants' IDs and qualification certificates must be provided with the applications and CV.
5. Letters of regret are sent to all unsuccessful candidates within one week of the interviews.

## **Contracts**

The following written contracts are prepared for the agreement and signature of each employee:

### **Contract of Employment that includes:**

1. Commencement date of employment.
2. Duration of the contract.
3. Terms and conditions of employment.
4. Reporting procedures.
5. Salary.
6. Leave entitlement.
7. Working hours.
8. Information on grievance and disciplinary procedures.
9. Information on codes of conduct.
10. Duration of probationary period.
11. Electronic and Social Media Contract.
12. Discipline and Grievances Contract.
13. Code of Conduct.
14. Electronic and Social media policy.

## **Induction**

An orientation period is provided for all new employees at which time they are provided with information and on-site training. This includes:

1. Information on the role of other employees.

2. Details code of conduct.
3. Details of grievance and disciplinary procedures.
4. Full details of the Policies and Procedures.
5. Employees are obliged to familiarise themselves with the Policies and Procedures of ECD centre and to sign the codes of behaviour as set out by management.

## **Teaching Staff (Practitioners and Assistants)**

### **General Information**

1. Per classroom, there is at least one member of staff to 4 children, and
2. At least one member will hold an ECD-specific NQF Level 4 or above.

### **Child: Staff Ratios**

1. Birth to 12 months - 1: 3 (with one qualified practitioner, one qualified assistant practitioner and two care workers)
2. 12 to 24 months -1: 4 (with one qualified practitioner, one qualified assistant practitioner and two care workers)
3. 2 to 3 years -1: 9 (with one qualified practitioner, one qualified assistant practitioner and two care workers)
4. 3 to 4 year - 1: 10 (with one qualified practitioner, one qualified assistant practitioner and two care workers)

## **Leave**

1. The following types of leave are provided for in accordance with the Basic Conditions of Employment in South Africa:
  - a. Annual Leave:
    - i. 1,25 Days per month, or
    - ii. 1 Day for every 17 days worked, or
    - iii. 1 Hour for every 17 hours worked.
  - b. Maternity Leave: 4 months, unpaid.
  - c. Sick Leave: 30 days over a period of 36 months.
  - d. Family Responsibility Leave – 3 (three) days per annum.
  - e. Unpaid leave – not legislated, by agreement with management.

## **Monitoring and Evaluation**

The management team observes the teaching practitioners and provides feedback to ensure that we provide the most developmentally appropriate, high-quality early learning opportunities possible.

The M & E processes we use are:

1. Daily, weekly, monthly, half-yearly and annual checklists for the management of the health and safety of the environment.
2. Teacher/Classroom Evaluations.

3. Annual appraisals of all staff members.
4. Children's assessments, stimulations, and reports.

### **Evaluation and Professional Development Plan**

1. All staff are evaluated annually by management.
2. Staff also evaluate and improve their own performance based on ongoing reflections and feedback from supervisors, peers, and families. From this, they develop an annual individualised professional development plan with management and use it to inform their continuous professional development.

### **Training**

1. It is our policy that all staff will have access to ongoing internal and external in-service training, to keep them up to date and to develop their childcare and educational skills. Therefore, following our careful selection process, each staff member receives annual training.
2. All staff, regardless of whether they are teaching staff, care workers or support, are required to attend a minimum of 15 hours of professional development per annum.
3. At staff meetings, staff are given the opportunity to feed back the information from the conference/workshop/seminar they attended.
4. We facilitate a wide variety of training topics. The list is not exhaustive, and we regularly add to it:
  - a. Induction:
    - i. The basic information they need to settle into the job, this includes:
      1. Health and safety.
      2. Child protection procedures.
      3. Conditions of employment.
      4. Policies and procedures.
      5. Review of the employee's personal responsibilities and duties.
      6. Payroll procedures and employee benefits (if any).
    - b. Early identification of barriers to learning
    - c. Classroom management techniques
    - d. Various aspects of administration
    - e. First aid Levels 1, 2 and 3
    - f. Fire training
    - g. Identification of common childhood illnesses
    - h. Cooking
    - i. Computer literacy
    - j. Curriculum and play related topics
    - k. In-house workshops. All employees must know their roles and duties and how ABC Kidz Educare operates. It includes:
      - i. Our philosophy, mission, and goals
      - ii. Expectations for ethical conduct
      - iii. All our policies and procedures
      - iv. Nutrition
      - v. Ethics in ECD
      - vi. Playdough making

- vii. Child abuse reporting procedures
  - viii. Regulatory requirements
  - ix. The Children's Act.
5. Teaching practitioners who have an NQF Level 4 are encouraged to progress to the next level.
  6. Assistants who attain an NQF Level 4 will be considered for promotion to teaching practitioner when a position becomes available.

### **Student Policy**

1. From time to time we accept practical students or those seeking work experience in Early Childhood Development.
2. All students must be over the age of eighteen and be working towards an ECD-specific qualification or have already completed the qualification.
3. As part of their induction, students are requested to read the policies and procedures of the service.
4. Students are not included in the child: staff ratio and are never used in place of staff.
5. Students are never left unsupervised with groups or individual children.
6. Students are supported through regular supervision meetings. Support and information is also provided if assistance is needed with projects or assignments.
7. Management decides on what information, if any, the students may have access to and what meetings they attend.

### **Temporary Positions**

1. A temporary position is for a fixed period of time with a specified commencement and end date.
2. A Fixed Term Employment Contract that contains they start, and end date is signed by temporary employees.
3. They must be familiar with the Code of Conduct.

### **Discipline and Grievances**

Our discipline and grievances procedures are fully details in the Discipline and Grievances Contract and Employee Code of Conduct

### **Confidentiality**

1. All records are kept strictly confidential and are securely stored.
2. Salaries may not be discussed.
3. Staff cannot discuss other children with other parents, including when two children are involved in an incident.
4. Staff may not discuss the medical history of any child involved in a biting incident with the other parent.

### **Setting the stage for teacher success**

A focused Principal and school support that is planned and strategically provided can have a powerful and immediate impact in the day-to-day confidence and development of our teachers. The following are examples of our teacher support strategies:

1. The orientation plan as detailed in this document.

2. New teachers are paired with an experienced team members who will provide mentoring, guidance, and emotional support if necessary.
3. The classrooms all have adequate resources and suppliers are available from day one of the beginning of year or new terms.
4. All staff admin is completed efficiently and timeously.

This policy was adopted on *12 December 2019. At 25 Ameshoff Street, Libridge Building, Braamfontein*, and is in full force and effect at ABC Kidz Educare. Where necessary all the parents have been informed of this policy. All our employees have a good understanding of the contents of this policy and if at any time any of the clauses in this policy are contravened, normal disciplinary sanctions, as per the Basic Conditions of Employment Act, will be taken.

Name and Signature 1: .....

Name and Signature 2: .....